

CONFIDENTIAL

3719-82

82-2040

19 AUG 1982

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science and Technology

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Submission of New Communications Support
Requirements for FY 1985 through FY 1989

25X1

1. It is requested that FY 1985 through FY 1989 communications support requirements for your Directorate be forwarded to the Office of Communications (OC) through the DDA by 1 November 1982. It is further requested that all requirements be identified in the same format as the attached example. Please assign a requirement number, as shown in the upper right corner of the example, to help us identify each requirement in subsequent correspondence. The example number (DA/OL-01/85) identifies the Directorate/Office and the requirement number/program year. As in previous years, a priority rank of each requirement should also be assigned.

25X1

2. The FY 1984 Budget Call instructed that new communications initiatives would be programmed by the requesting component, with OC programming for the appropriate support in subsequent years. These instructions have not changed in several years and we foresee no change in the FY 1985 program year. The submission date requested above will provide us with sufficient time to prepare and forward cost estimates for new initiatives to the appropriate offices by 31 January 1983.

25X1

3. As in past years, OC representatives are prepared to assist members of your staff with any new requirements as necessary. The focal point for these requirements is the Systems Integration Staff, Engineering Division (OC-ED/SIS). [] is the Systems Requirements Manager (SRM) and is the primary contact for Directorate and OC requirements coordinators.

25X1

25X1

4. Should additional information concerning this memorandum be required, please contact [] Chief,
OC-ED/SIS, on []

25X1

25X1

25X1

Attachment:
As Stated

**CONFIDENTIAL**

25X1

EXAMPLEEXAMPLEEXAMPLE

REQ. NUMBER: DA/OL-01/85

OFFICE RANK: 1 of 10

OFFICE: Logistics

TITLE: Expansion of XYZ Building

REQUIREMENT: Logistics is planning a 30,000 square feet expansion of the XYZ Building facility. A new computer center and its attendant data links with remote terminal users is projected. The increase in personnel planned is in the 125 - 300 range.

JUSTIFICATION: New delivery systems and additional work stations will require additional ADP capability.

TIME REQUIREMENT: The new computer facility must be ready for occupancy by December 1983.

IMPACT OF LACK OF SERVICE ON OTHER PROGRAMS: No impact on existing services unless building expansion temporarily disrupts the existing facility. SEE NOTE BELOW.

CONTACT:

NAME:

25X1

OFFICE: OL

TELEPHONE:

25X1

NOTE: To date, the requirement has involved only a building construction feasibility study.

EXAMPLEEXAMPLEEXAMPLE